

Consular Report of Birth Abroad (CRBA)



WHAT IS A CONSULAR REPORT OF BIRTH ABROAD (CRBA)?

A **CRBA** is the official record of claim to U.S. citizenship for a child born abroad.

You may apply for both the **U.S. passport** and **Social Security card** at your CRBA appointment.*

*If your child is age 12 or over, you cannot apply for the social security card through this procedure.

WHO NEEDS TO COME TO THE APPOINTMENT?

- At least one parent and the child should attend*
- If applying for the passport, both parents should attend or a DS-3053 consent and ID for the non-applying parent should be provided.

*if one parent is deceased, the official death certificate should be provided.
If the non-citizen parent is applying alone, additional information may be required from the citizen parent.

WHAT OFFICIAL FORMS DO I NEED TO PREPARE?


Forms

- CRBA Application (DS-2029)
- Passport Application (DS-11)
- Social Security Card Application (SS-5)

Form Guidelines

- Fill the applications out ONLINE (click links above).
- Bring COMPLETED forms to your appointment.
- DO NOT SIGN.

REQUIRED: THE CHILD'S ORIGINAL LONG FORM BIRTH CERTIFICATE

 **Rzeczpospolita Polska**

Wzór USC/OZ/1
A A 0000000

Województwo
Urząd Stanu Cywilnego

Oznaczenie aktu:
Data sporządzenia: Miejsce sporządzenia:

Odpis zupełny aktu urodzenia

1. Dane dziecka

Imię pierwsze
Imię drugie
Imiona kolejne
Nazwisko
Płeć
Data urodzenia
Miejsce urodzenia
Kraj urodzenia

2. Dane rodziców

Ojciec	Matka
Imię (imiona)	
Nazwisko	
Nazwisko rodowe	
Data urodzenia	
Miejsce urodzenia	

3. Imię i nazwisko osoby, która zgłosiła urodzenie

Imię
Nazwisko

4. Imię i nazwisko biegłego, jeżeli brał udział w czynności


Imię
Nazwisko

5. Imię i nazwisko tłumacza, jeżeli brał udział w czynności

Imię
Nazwisko

6. Imię i nazwisko kierownika urzędu stanu cywilnego, który zarejestrował urodzenie dziecka

Imię
Nazwisko

 Odpis zupełny aktu urodzenia strona 1/2

REQUIRED: PROOF OF CITIZENSHIP OF THE U.S. CITIZEN PARENT(S)



Acceptable proof:
Current U.S. passport,
U.S. birth or naturalization certificates

REQUIRED: PARENTS' MARRIAGE CERTIFICATE

(IF APPLICABLE)

SAMPLE Alabama **SAMPLE**
Certificate of Marriage State File Number 101

LICENSE TO MARRY

To any persons lawfully authorized to perform marriage within Alabama after the ceremony of the persons named below, you are required by law to return this license, duly certified under your hand, to the Probate Court of the issuing county within one month.

SPOUSE

1. ISSUING COUNTY

2. MALE First Middle Last (last name obligatory)

3. LAST NAME PRIOR TO FIRST MARRIAGE (if different)

4. DATE OF BIRTH (Month, Day, Year)

5. SEX (Male or Female)

6. RACE (Specify American Indian, Black, White, etc.)

7. RESIDENCE - City, Town, or Location and Zip code

8. MARRIAGE (Specify Yes or No)

9. COUNTY

10. STATE

11. NO. OF PREVIOUS MARRIAGES

12. IF PREVIOUSLY MARRIED, LAST MARRIAGE ENDED - (Specify Death, Divorce, Dissolution, Annulment)

13. EDUCATION - (Specify ONLY highest grade completed)
Elementary or High School (1-12) College (1-4 or 5+)

14. STATE OR FOREIGN COUNTRY OF BIRTH

15. FATHER'S NAME First Middle Last

16. MOTHER'S NAME First Middle Maiden Last Name

SPOUSE

17. MALE First Middle Last (print last name or maiden)

18. LAST NAME PRIOR TO FIRST MARRIAGE (if different)

19. DATE OF BIRTH (Month, Day, Year)

20. SEX (Male or Female)

21. RACE (Specify American Indian, Black, White, etc.)

22. RESIDENCE - City, Town, or Location and Zip code

23. MARRIAGE (Specify Yes or No)

24. COUNTY

25. STATE

26. NO. OF PREVIOUS MARRIAGES

27. IF PREVIOUSLY MARRIED, LAST MARRIAGE ENDED - (Specify Death, Divorce, Dissolution, Annulment)

28. EDUCATION - (Specify ONLY highest grade completed)
Elementary or High School (1-12) College (1-4 or 5+)

29. STATE OR FOREIGN COUNTRY OF BIRTH

30. FATHER'S NAME First Middle Last

31. MOTHER'S NAME First Middle Maiden Last Name

SIGNATURES

32. FIRST LISTED SPOUSE - SIGNATURE

33. SECOND LISTED SPOUSE - SIGNATURE

34. JUDGE OF PROBATE OR REPRESENTATIVE - SIGNATURE

35. ISSUING DATE (Month, Day, Year)

36. EXPIRATION DATE (Month, Day, Year)

LOCAL OFFICIAL

37. I CERTIFY THAT THE ABOVE NAMED PERSONS WERE MARRIED ON (Month, Day, Year)

38. WHERE MARRIED - City, Town, or Location and Zip Code

39. COUNTY

40. SIGNATURE OF PERSON PERFORMING CEREMONY

41. TYPED OR PRINTED NAME OF PERSON PERFORMING CEREMONY

42. TITLE OF PERSON PERFORMING CEREMONY

43. ADDRESS OF PERSON PERFORMING CEREMONY - Street and/or Number or RFD Number, City or Town, State, Zip Code

LOCAL OFFICIAL

44. DATE CERTIFICATE RETURNED TO PROBATE COURT

45. MARRIAGE LICENSE FEE (Check Number)

46. JUDGE OF PROBATE OR REPRESENTATIVE - SIGNATURE OR STAMP

47. FIRST LISTED SPOUSE SOCIAL SECURITY NUMBER

48. SECOND LISTED SPOUSE SOCIAL SECURITY NUMBER

THIS LICENSE IS VOID UNLESS THE CEREMONY OCCURS WITHIN 30 DAYS FROM ISSUING DATE

APR14-HS-50/Rev.02-04-15

SAMPLE

47. FIRST LISTED SPOUSE SOCIAL SECURITY NUMBER

48. SECOND LISTED SPOUSE SOCIAL SECURITY NUMBER

THIS INFORMATION WILL NOT APPEAR ON CERTIFIED COPIES

DO NOT STAMP BELOW LINE

Rzeczpospolita Polska

Województwo

Urząd Stanu Cywilnego

USC/05/2

A A 000000

Odpis skrócony aktu małżeństwa

1. Dane osób, które zawarły małżeństwo

Mężczyzna

Kobieta

Imię pierwsze

Imię drugie

Imiona kolejne

Nazwisko

Nazwisko rodowe

Data urodzenia

Miejsce urodzenia

2. Data i miejsce zawarcia małżeństwa

Data

Miejsce

3. Dane rodziców

Ojciec mężczyzny

Ojciec kobiety

Imię (imiona)

Nazwisko rodowe

Matka mężczyzny

Matka kobiety

Imię (imiona)

Nazwisko rodowe

4. Nazwiska małżonków po zawarciu małżeństwa

Mężczyzna

Kobieta

5. Nazwisko dzieci urodzonych z tego małżeństwa

Dzieci

6. Aktualnie noszone nazwisko, jeżeli jest inne niż po zawarciu małżeństwa

Mężczyzna

Kobieta

Odpis skrócony aktu małżeństwa

strona 1/2

REQUIRED: EVIDENCE OF THE TERMINATION OF ANY PREVIOUS MARRIAGES (IF APPLICABLE)

SAMPLE
DECREE OF DIVORCE
CHILDREN, SUPPORT AND SPOUSAL SUPPORT

COURT OF COMMON PLEAS
DIVISION OF DOMESTIC RELATIONS
HAMILTON COUNTY, OHIO

Name: _____ : Case No. _____

Plaintiff _____ : File No. _____

-vs- _____ : CSEA # _____

Name: _____ :

Defendant _____ : **DECREE OF DIVORCE**

This cause came on to be heard on _____, 20_____, on the Complaint for Divorce of Mary A. Smith and John R. Smith. The Court finds that there has been service of summons as provided by law, that both parties appeared personally at the hearing, that Plaintiff, was/was not represented by counsel and Defendant, was/was not represented and waived his/her right to counsel, and the Court finds that it has full and complete jurisdiction to determine the case.

The Court finds that the Plaintiff has been a resident of the State of Ohio for at least six (6) months immediately before filing the complaint and that the Plaintiff and Defendant were married in Cincinnati, Ohio on February 14, 1990 and that there were two children born issue of their marriage, namely: Susan, born April 12, 1992 and Bradley, born December 10, 1994 and Wife is not now pregnant with a child of the marriage.

The Court further finds that both the Plaintiff and Defendant have acknowledged under oath that they have voluntarily entered into the Separation Agreement appended to the Complaint, that they understand the terms of the Agreement, and know the value and extent of their properties, that the Agreement is fair to them.

The Court further finds that the Separation Agreement is fair and equitable and should be approved.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED by the Court that a Decree of Divorce shall be granted to the Plaintiff, and/or Defendant, then the marriage relationship existing between the parties be terminated and held for naught and both parties are hereby released and discharged from all obligations thereon.

IT IS FURTHER ORDERED THAT THE AFOREMENTIONED Separation Agreement, which is attached hereto, be and the same hereby is incorporated into the Court's order and a part of the Decree of Divorce as if fully rewritten herein.

The Court finds that the parties are incompatible, and that Plaintiff is entitled to a divorce as prayed for in the Complaint.

DR 901 (Revised 09/07/2010) 1

Sygn. akt



WYROK

W IMIENIU RZECZYPOSPOLITEJ POLSKIEJ

Dnia 9 sierpnia 2017 r.

Sąd Okręgowy we Wrocławiu – Wydział XIII Cywilny Rodzinny
w składzie następującym:

Przewodniczący: SSO Krzysztof Mika
Ławnicy: Bogumiła Zdobylak
Elżbieta Błaszczak
Protokolant: Anna Żelazko

po rozpoznaniu w dniu 9 sierpnia 2017 r. we Wrocławiu
sprawy z powództwa
przeciwko

o r o z w ó d

- I. rozwiązuje małżeństwo stron _____, zawarte w dniu 28.04.2007 r. w _____ i zarejestrowane w Urzędzie Stanu Cywilnego w _____, pod numerem aktu małżeństwa _____, przez rozwód z winy pozwanego;
- II. wykonywanie władzy rodzicielskiej nad małoletnimi dziećmi stron powierza powódce _____, pozostawiając pozwanemu możliwość współdecydowania o istotnych sprawach dzieci dotyczących w szczególności stanu zdrowia i przebiegu nauki;
- III. orzeka o kontaktach pozwanego z małoletnimi dziećmi stron w ten sposób, że pozwany będzie miał możliwość spotkania się z _____ w następujących terminach:
 - w każdy drugi wtorek miesiąca w godzinach od 17.00 do godz. 19.00;
 - w każdy drugi i czwarty weekend miesiąca od piątku od godz. 17.00 do niedzieli do godz. 19.00 przy czym pozwany obierze dzieci i odwiezie do ich miejsca pobytu;
 - w Święta Wielkanocne – w latach nieparzystych w drugi dzień Świąt Wielkanocnych od godz. 10.00 do godz. 18.00, a w latach parzystych w pierwszy dzień Świąt Wielkanocnych od godz. 10.00 do godz. 18.00;

Acceptable documents.

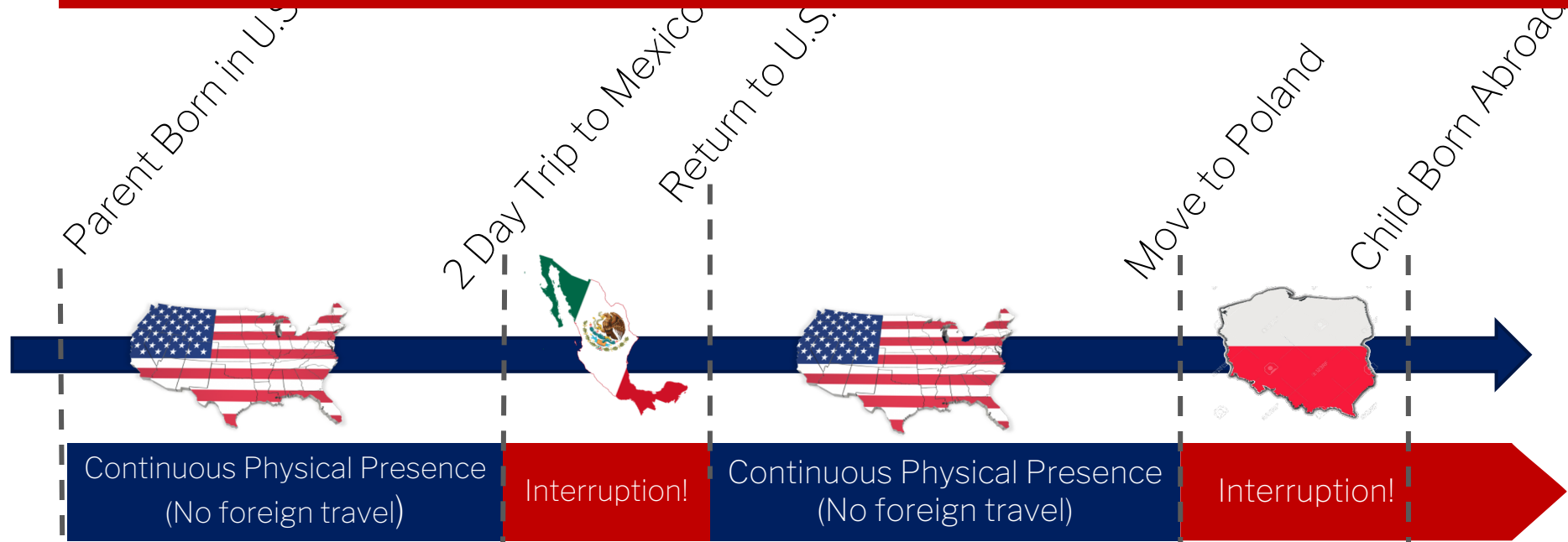
Original divorce decree, annulment decree, or death certificate.

REQUIRED: EVIDENCE OF THE U.S. CITIZEN PARENT(S)' PHYSICAL PRESENCE IN THE U.S.*

- Physical presence is time spent physically in the United States and must be proven prior to the birth of the child.
- This is the most important aspect of transmitting citizenship, and the following slides provide useful tips

* In the case of married American citizen parents, only proof of *residence* in the United States at some point is required.

EXAMPLE OF PRECISE PHYSICAL PRESENCE IN THE UNITED STATES



The sum of all periods of continuous physical presence is the total physical presence.

Physical presence does not include time on:
short-term foreign travel (the trip to Mexico), or
long-term foreign travel (the move to Poland)

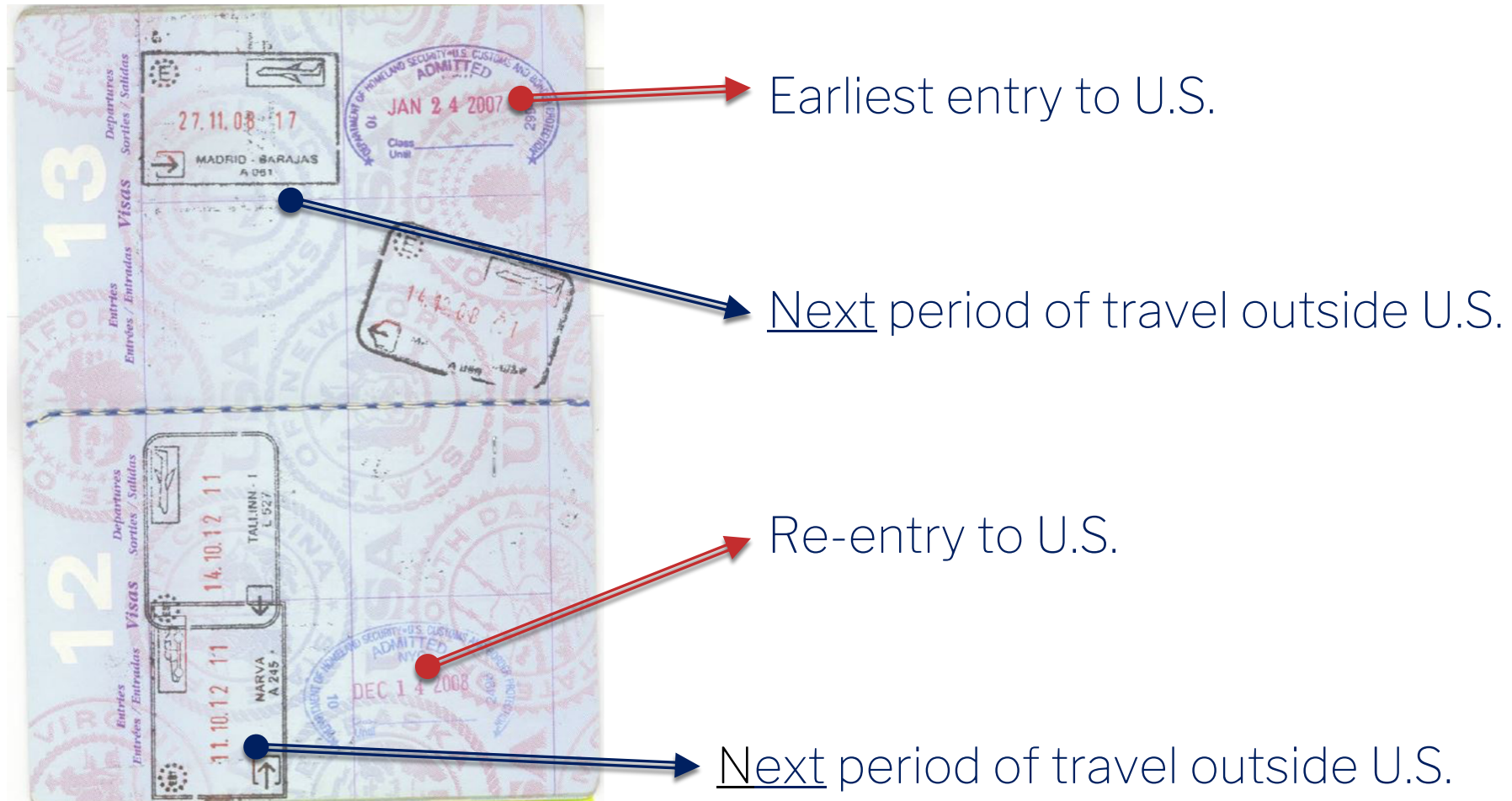
HOW DO I PROVE PHYSICAL PRESENCE IN THE UNITED STATES?

- Original, official documents which cover the **entire duration** of the claimed period are evidence of physical presence. The more evidence, the more likely your case will be decided quickly. When in doubt, **bring it!**
- Click [here](#) for guidance on required physical presence and continue to the next slide for more information.

PROOF OF PHYSICAL PRESENCE: *OLD/CURRENT PASSPORTS*



Passport stamps can be used to prove physical presence and are frequently the most clear and convincing proof of physical presence.

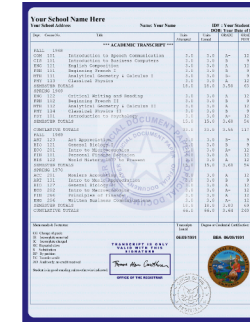


**These passport stamps prove and account for 5
years and 6 months of physical presence
in the United States.**

PROOF OF PHYSICAL PRESENCE: OFFICIAL SCHOOL TRANSCRIPTS, MILITARY RECORDS, MEDICAL RECORDS

School Transcripts:

- Transcripts must show classes taken in the United States.
- Diplomas showing only a degree earned do not prove presence.
- Study abroad in a U.S. program but outside of the United States does not count as physical presence.

A sample of a school transcript from a U.S. institution. It features a header with 'Your School Name Here' and 'Your School ID'. Below this is a table with columns for 'Course', 'Credits', 'Grade', and 'GPA'. The table lists various courses such as 'Introduction to American Government', 'U.S. History', 'English Composition', 'Mathematics', 'Science', 'Social Studies', 'Physical Education', 'Art', 'Music', 'Foreign Language', 'Health', 'Career Development', and 'Electives'. Each course has corresponding credit and grade information. At the bottom, there is a section for 'Student Information' and a signature line for the 'School Official'.

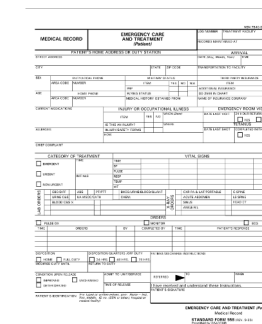
Military Records:

- Time spent overseas for U.S. military service can count as physical presence, but you must provide official records as proof.

A sample of a military record form, specifically a 'Statement of Service' (DD Form 1300). It contains fields for 'Service Number', 'Branch of Service', 'Dates of Service', and 'Type of Service'. The form is designed to be filled out by the service member or a commanding officer to provide official proof of military service.

Medical Records:

- Medical records with exact dates of treatment can be used as additional proof of physical presence.




A sample of a medical record form, specifically a 'Medical Record' (DD Form 1300-1). It contains fields for 'Patient Name', 'Date of Birth', 'Sex', 'Race', 'Religion', 'Marital Status', 'Occupation', 'Address', 'Phone', and 'Medical History'. The form is designed to be filled out by a medical professional to provide official proof of medical treatment.



PROOF OF PHYSICAL PRESENCE: FREEDOM OF INFORMATION ACT REQUEST

- The **Freedom of Information Act (FOIA)** is a law that gives you the right to access information from the federal government.
- Through FOIA, you can request your **U.S. border entry/exit records** from **U.S. Customs and Border Protection** and use them as proof of physical presence if you are having trouble finding evidence.
- Make sure to read the **FOIA FAQ** for questions regarding the process– submitting a request, potential fees, how to check your request status, etc.
- **Plan in advance:** CBP receives a high volume of FOIA requests, and responses may take some time.

HOW TO MAKE A FOIA REQUEST

- Make an online FOIA request at the [U.S. Customs and Border Protection's FOIA request page](https://foiaonline.gov/foiaonline/action/public/request), where you will select CBP FOIA Division:

← → ↻ <https://foiaonline.gov/foiaonline/action/public/request>   

 Search FOIAonline... [Log In](#) [Create Account](#) 

Submit a Request

Search Requests

Run a Report

Create an Account

New Request

The Freedom of Information Act (FOIA) is a federal law that gives the public the right to make requests for federal agency records. Agencies may withhold information according to [nine exemptions](#) contained in the statute. The FOIA applies only to federal agencies. It does not apply to records held by Congress, the courts, or by state or local government agencies. Each state has its own public access laws that should be consulted for access to state and local records.

★ indicates a required field.

Agency Selection Collapse

★ Agency

CBP FOIA Division
Defense Logistics Agency
Department of Defense Office of Inspector General
Department of Justice - Executive Office for United States Attorneys
Department of Justice - Office of Information Policy

Request Type

Request Type

Contact Information Collapse

Salutation

★ First Name

Middle Initial

★ Last Name

Email Address

Organization

Phone Number

Fax Number

Mailing Address Location

★ Address Line 1

Address Line 2

★ City

★ State/Province

★ Zip Code/Postal Code

Processing Fees Collapse

[Why are fees required?](#)

HOW TO MAKE A FOIA REQUEST

- In the 'Description' portion, enter the statement below, replacing the name and date of birth with your own. In the 'Additional Information' portion, select 'Entry/Exit':

The screenshot displays a web form for making a FOIA request. The 'Description' section is at the top, followed by a 'Make Request?' checkbox, and then the 'Additional Information' section. A dropdown menu is open next to the 'Type of Records Requested' field, showing various categories with 'Entry/Exit' selected.

Description

★ 345/2000 ?

I am requesting my U.S. border entry/exit records for use in a Consular Report of Birth Abroad. This is for an official Department of State document, the Consular Report of Birth Abroad (CRBA). These records will act as an official records of my presence in the United States. My full name is John Smith, and my date of birth is January 1, 1980.

Demonstrate that disclosure of the request is in the public interest and is not primarily in the commercial interest of the requester. Information will be provided and distributed to the requester.

Make Request? ☐ No

Additional Information

★ **Type of Records Requested** ?

On Behalf Of (First)
On Behalf Of (Middle)
On Behalf Of (Last)
Date of Birth
Alias/(es)
Alien Number
Parents' Names

Border Apprehension/Encounters
Commercial
Contracts
Entry/Exit
Fines, Penalties, & Forfeitures/Seizures (FP&F)
Select Type of Records Requested

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IS THERE A FEE FOR THIS PROCESS? HOW DO I PAY?

- CRBA: **100 USD***
- Passport: **135 USD***

*The fee can be paid in cash (dollars/PLN) or by an international credit card (charged in USD) the day of your appointment.

HOW DO I ARRANGE DELIVERY?

- Documents are printed in the United States with two delivery options:
 - Pick up at the Embassy
 - Instructions will be provided at appointment
 - Pay for delivery
 - Instructions will be provided at appointment

PRE-APPOINTMENT CHECKLIST

COMPLETED FORMS

- ☐ CRBA Application (DS-2029)
- ☐ Passport Application (DS-11)
- ☐ Social Security Card Application (SS-5)

OTHER DOCUMENTS

- ☐ Child's birth certificate;
- ☐ Proof of US citizenship of the parent(s);
- ☐ Parents' marriage certificate (if applicable);
- ☐ Evidence of the termination of any previous marriages of the parent(s) (if applicable);
- ☐ Evidence of relationship;
- ☐ Evidence of the U.S. citizen parent(s)' physical presence in the United States *prior* to the birth of the child;
- ☐ 5cm x 5cm passport photo with white background;
- ☐ CRBA and Passport fees.